

CEEIN Meeting Minutes
February 19, 2004
9:30 – 12:00
California Department of Education
Room 4101
Host: Bill Andrews

Attendees

- Bill Andrews – California Department of Education
- Laurie Monserrat – Cal/EPA - Office of Env. Health Hazard Assessment
- Susan Knadle - Cal/EPA - Office of Env. Health Hazard Assessment
- Andrea Lewis - Cal/EPA - Office of the Secretary
- George Deese - California Department of Food and Agriculture
- Annie Kohut Frankel - California Coastal Commission
- Donna Pozzi - California State Parks
- Carolyn Tucker - California Department of Water Resources
- Tom Mays - State Water Resources Control Board
- Lisa Kunz - Department of Toxic Substances Control
- Edward Wong - Air Resources Board
- Richard Rodriguez - California Conservation Commission
- Trish Broddrick - California Integrated Waste Management Board
- Phaedra Bota - Boating and Waterways
- Joanne Vorhies - California Integrated Waste Management Board
- Kay Antunez - California Department Forestry
- Jamie Cameron-Harley - CalFed

Approval of January 15, 2004 Minutes

- Minutes reviewed by Bill Andrews and approved by the group
- Tom Mays presented the idea of everyone taking their own minutes on what's new and any previously prepared item, and then providing them to the facilitator for compilation.
- This idea was referred to the future CEEIN subcommittee coordinating the minutes.

"What's New in Your World" Updates

Annie Kohut Frankel -

- The California Coastal Commission's 6th Annual Amateur Photography Contest is now open. Photos are accepted in the following areas: the scenic coast, ways people use the coast, coastal wildlife. The deadline for entry is March 31. More information is at www.coastforyou.org.
- The 20th anniversary of California Coastal Cleanup Day is September 18th of this year. The Commission has launched an effort to expand the event to all

California's 58 counties. We are still actively seeking "county coordinators" in the following 17 counties: Amador, Colusa, Glenn, Inyo, Kern, Kings, Lassen, Mariposa, Plumas, San Benito, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tulare, and Tuolumne. If you know an individual or organization that might be appropriate, please contact me.

Kay Antunez -

- Scheduling Project Learning Tree workshops around the state with a focus on professional development of pre-service students, content enrichment in science with an emphasis on fire ecology, and support for fifth grade teachers who are preparing for science testing this spring.
- Attended the CREEC Coordinators' conference in behalf of the Schools Energy Efficiency Program. Scheduling Project Learning Tree participation in a variety of conferences during 2004 (California Science Teachers Association, California Association for Bilingual Education, San Diego Science Educators Association, LAEEF and EXPO).
- Participated in a 3-day workshop held in Missoula, MT on Fire Ecology.

Ed Wong -

- We have updated the Conceptual Matrix and researched, collected, and catalogued curricula for the "Compendium for Energy and the Atmosphere." Now we need \$60,000 in additional funds to complete the project. We're requesting financial assistance from any source.
- On February 7, presented "Clean Air 101" to 15-20 local high school students as part of the American Lung Association Sacramento Emigrant Trails, Youth Leadership Institute. Covered sources, health effects, and ways to reduce air pollution.
- On February 11, conducted pollution prevention training to 60 staff in ARB's Administrative Services Division. Refresher on why it's important to reduce, reuse, and recycle products, and on ARB's goals and mission statement. Also covered sources, health effects, and ways to reduce air pollution.

Environmental Update

- 56 portfolios were submitted to CDE, which is up from last year.
- The portfolios were shipped out to the K-12 Alliance for primary judging and will be returned for CEEIN judging next week.
- Trish thanked Bill Andrews and his student assistants for getting the projects out to the K-12 Alliance.
- Next Monday, February 23rd, Trish and Bill will select the top five or six projects. CEEIN members are invited on Tuesday and Wednesday to judge the portfolios between 8:00 a.m. – 5:00 p.m., at the California Department of Education (CDE) in Room 1801.
- Thursday (February 26th) at CDE, in Room 6102 (please note the room change) at 11:00 a.m., all CEEIN members are invited to see the finally tallies

of judge's votes to select the Grand Prize Winner and discuss the details of the next steps (i.e.: notifying the school, etc.).

- Judging is open to all CEEIN Members, however only 1 vote per agency

Trish talked with Kris McNamara who asked her to remind everyone:

- Notify Kris by Friday whether or not you will be attending the luncheon.
- Announcement Date of the Grand Prize Winner– TBA
- Guidelines for judging – No conversation back and forth. If you will be compiling scores, do it privately – in order to maintain integrity.
- Leave yourself a lot of time for the judging – ½ hour to 1 hour per project
- Invitations have been sent to the Governor and to Michael Eisner. Also Michael Levitt, US EPA Secretary, is interested in attending.

Bill Andrews – There were many more last minute portfolio problems – Next year more time is needed (at least three weeks) between project due date and judging. Don Peri recommends we have the “cover page” and other information on the Environmentality web site.

Kay Antunez – Question on status of Evaluation of Environmentality.

Bill Andrews – Talked with Trish and Don about timing for this proposal to evaluate the effectiveness of the Environmentality program, trying to find a time to meet to form a game plan to discuss evaluation planning. Bill said Janice Sindoni proposes to meet about the evaluation outcomes right after the Grand Prize Announcement Luncheon. Evaluation would be done in 2004 school year – however funding would come from this year. Trish said The Walt Disney Company will need to contract directly with the evaluator.

The need to form an Environmentality work plan was expressed to guide the work on the subcommittees, clarify who is doing what so that things don't “slip through the cracks”

Review of CEEIN MOU

- The MOU is not on the CEEIN web site – Who has the electronic copy?
- What is needed for this revision – Major or Minor changes?
- Tom Mays/Trish: Should the MOU be more “proactive” and include connections to the State Plan, AB 1548, etc.
- Kay Antunez – Is it necessary to involve so many things? Be cautious about Edits/Suggestions
- Mission Statement: (Bill read Mission)
 - Trish – 1st two sentences should maybe be combined and set apart as the “mission statement”
 - Bill – “Environmental Resources” too broad, vague
 - Andrea - Mission Statement should describe what you are and why you are here, not actions that you are going to take

Each CEEIN member was given the opportunity to state 'key ideas' to be considered in revising the Mission statement of CEEIN. The key ideas were as follows:

- Network – Collaborative Efforts
- Sharing tools and processes and ideas
- 1548 – “unifying strategy for EE”
- Promote Environmental Stewardship
- Foster “Action” in K-14 school environment
- Mobilize/integrate CEEIN efforts into statewide environmental education
- Playing a leadership role
- Streamlining
- “CEEIN develop and enhance EE throughout CA...”
- Advancing EE efforts throughout CA
- Equitable access/involvement
- Leveraging Resources to promote EE in CA
- Stewardship – Education
- Access to state agency EE leaders
- That the educational system contributes to the advancement of environmental stewardship thru EE.
- The importance of a healthy environment on our own human health – “Sustain the earth *and it's inhabitants*”
- Promotion of additional legislation EE
- Third sentence in the mission statement
- In the same third sentence – add “and provide leadership on state EE initiatives”

ACTION: Carolyn Tucker and Jamie Cameron-Harley will draft a new Mission Statement and send it out to CEEIN members for review and comment by Wednesday, Feb 25. Carolyn and Jamie will set the deadline for considering all CEEIN member edits on their initial draft and bring a “final revision” for the next CEEIN meeting.

CEEIN Cookbook Discussion

- Kay gave a history of the Cookbook – Designate procedure, collective decisions of how CEEIN is run.

Individual Comments on the Cookbook:

- Provide more detail/specifications on conducting CEEIN business to enhance accountability and ensure that business (action items) move forward
- Pg #3 – Lists that CEEIN was established by an MOU – List the date that it was established
- Kay will finalize the “Associate Members” Cookbook guidelines and review it at the March meeting.

- Environmentality Timeline needs to be updated – and more general to make it more flexible.

Recommended Future Action: Janice and the CEEIN Environmentality subcommittee should revise this page and submit it for review and approval by CEEIN at the March meeting.

- There was an extensive discussion on Cookbook Section 5 – “Meetings” – The following suggestions were made:
 - Finalize meeting processes so that people know what to expect – i.e. agendas will go out at a certain time, minutes, etc.
 - Meeting dates should be more set – fluctuations make it difficult to attend
 - Set Meeting to the 3rd Thursday of every month
 - Archives should be maintained in binders
 - Do “What’s New” ahead of time by the Monday prior to the meeting, and pass them out at the meeting
 - The phrase “One Member” should be “One agency”
 - The phrase “Via fax” should be changed to “Via e-mail”
 - Agenda items should be sent via e-mail
 - Change website to CEEIN.ca.gov
 - Decide which agency will handle the archives
 - Develop a procedure for handling disagreements during meetings
 - Develop a procedure for voting or for consensus decision making
 - Develop some ground rules – “Robert’s Rules of Order”
 - At CEEIN meetings, set up a table for handouts, so that everyone has a chance to see them

ACTION: Tom, Jamie, and Susan will update the “Cookbook” Section 5 – “Meetings” –by March 8th and send it out to CEEIN Members

Subcommittee Restructuring and Sign-Ups

Need to discuss CEEIN Goals prior to picking committees

- Establish a separate subcommittee for AB 1548
- Leadership & Legislation – Why are they paired?
- What’s the difference between Leadership & Administration?

Vote on Associate Membership status for US EPA

- Add a revised section on Associate Membership into the cookbook and develop rules for associate membership, i.e. number of meetings they are allowed to attend, and when, such as on a quarterly basis.
- Associate Members should be “introduced” by a CEEIN Member and that CEEIN Member should be responsible for introducing them to CEEIN procedure for Associate Members
- No vote took place on US EPA. Bill Andrews said he would solicit the necessary paperwork for US EPA.

CEEIN Member Reminder

Task List

1. Integrate CEEIN members’ Mission ideas into a mission statement – Carolyn Tucker and Jamie Cameron-Harley will create a draft by **Feb 25th** and send out to CEEIN Members for their review
2. Integrate “Cookbook” comments on “Meetings” – Section 5 – Richard Rodriguez, Tom Mays, Jamie Cameron-Harley, and Susan Knadle will create a draft by **March 8th** and send it out to CEEIN Members for their review. Tom Mays will integrate any feedback from CEEIN members and present a ‘final’ revised version on March 18th.
3. Bill will contact SCSA to see if they want to remain in CEEIN
4. Carolyn Tucker, Jamie Cameron-Harley, and Laurie Monserrat, will configure a primary structure of CEEIN Goals. Deadline for this first draft of CEEIN Goals is the next meeting on March 18th.

ACTION: All CEEIN Members should send in their comments to Carolyn about the Goals of CEEIN to this subcommittee by the end of February.

5. Kay will re-work the “Associate Membership” section and revise it and present it to CEEIN on March 18th for insertion into the cookbook

ACTION: All CEEIN members are invited to send Cookbook edits to Tom, Jamie, and Susan by Tuesday, Feb 24th.

Information on Next Meeting Location and Time

- **3/18/04 – Cal EPA, Room 210, at 1001 I Street**
- There will be no meeting on April 15th